



Rotary

District 7020



Rotary International District Administration Guide and Leadership Organization District 7020

June 2022

Adopted by Resolution Passed at
The District Conference
On May 14th, 2022

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I Introduction

District 7020 is unique as a District within Rotary International and needs to set certain guidelines in place to assist the incoming and current leadership in their administration of the District. This Manual is intended to be a comprehensive guide to the “tried and true” procedures that have worked over the years for those who have gone before.

In no way should any recommendation in this Manual contradict or supersede the Rotary International Manual of Procedure or Code of Policies. The rules of Rotary International must always apply and be adhered to by the leadership. Therefore, this Manual is consistent with the Manual of Procedure but provides more detail in some cases and applies the rules to the unique aspects of the District. This Manual will try to only repeat what is already in the Manual of Procedure when necessary for emphasis. In the event of any contradiction or discrepancies, the Rotary International Manual of Procedure and Code of Policies shall prevail.

II The History

District 7020 originally incorporated the entire Caribbean. However, as the clubs continued to grow and develop, the District became too large a geographic area for any one Governor to cover all the countries in a reasonable time. The entire Caribbean area was un-districted until July 1, 1974, when it was designated as District 404. On July 1, 1981, District 405 was created for the clubs in the Eastern Caribbean, south of the island of St. Martin/St. Maarten and the north and Western Islands remained as District 404.

District 404 was a part of Rotary International's Sacama Zone 5 which was predominantly South America, and Spanish speaking.

On July 1, 1991, the District number was changed to 4040 to be consistent with the worldwide four-digit numbering by Rotary International.

The January 1992 Council on Legislation adopted Enactment 92.140 which transferred District 4040 from Sacama Zone 5 to USCB Zone 10 with effect from July 1, 1992.

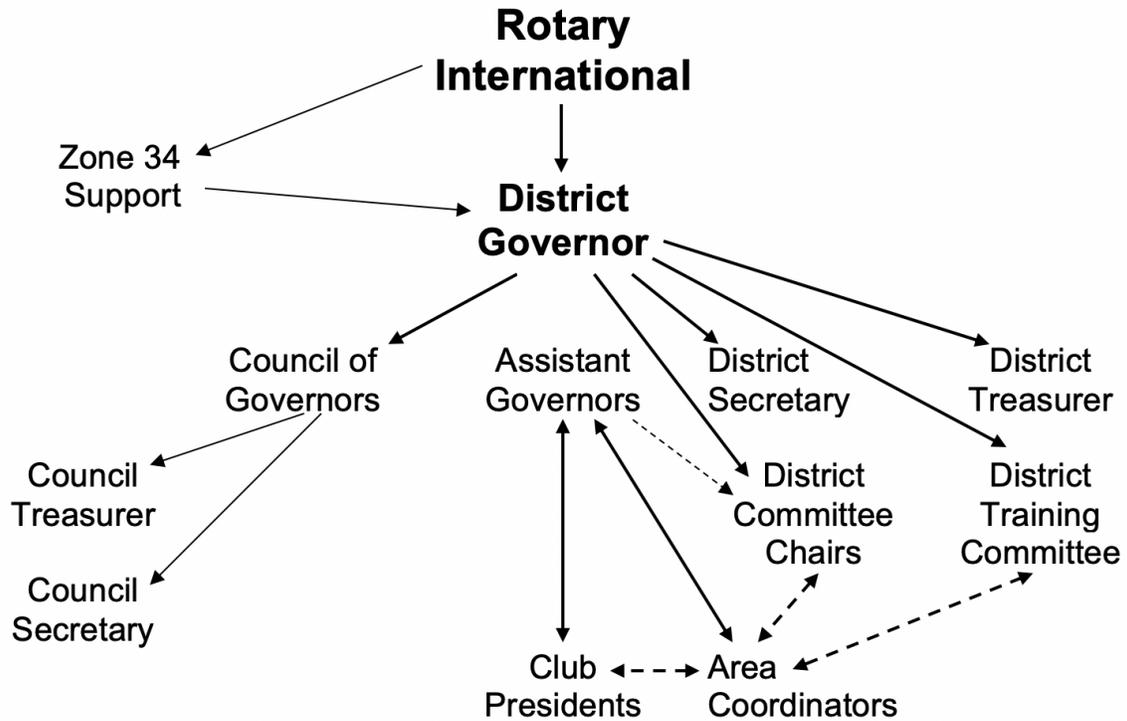
At its March 1992 meeting, the Board of Directors of Rotary International requested the General Secretary to give the District a new number in harmony with the numbers used by the other districts in USCB Zone 10. Consequently, District 4040 was renumbered as District 7020 with effect from July 1, 1992.

The Council on Legislation in 1995, then realigned the districts around the world and on July 1, 1995, placed District 7020 into Zone 21, the new name for the old Sacama Zone. This decision did allow District 7020 to affiliate with Zone 34, the Southeast United States, for communication and training purposes.

At the Council on Legislation in January 1998, a resolution was passed to move District 7020 into Zone 34 effective on July 1, 1998. The District has thrived within this Zone with increased involvement in Rotary International.

As of May 14, 2022, there are 88 clubs in ten countries, on fifteen islands with over 2,500 Rotarians.

III The Organization Chart



IV The District Governor

The District Governor:

1. Shall meet all the qualifications for the position as outlined in the Manual of Procedure. It is recommended that he/she has served as a functional Assistant Governor.
2. Is an officer of Rotary International.
3. Is recommended by the Nominating Committee and then confirmed by the clubs in the District and elected by the Annual Convention of Rotary International.
4. Shall begin his/her term of office on July first of the year for which he/she was elected.
5. Shall participate in all training designed for incoming Governors by the Zone and Rotary International.
6. Shall be prepared to administer the District in an organized and efficient manner.
7. Shall assist in recruiting future District Governors.
8. Shall involve the incoming Governors in all District meetings and keep them informed of activities within the District.
9. Shall be knowledgeable of the rules outlined in the Manual of Procedure and the District Manual and aware of the Code of Policies.
10. Shall, before taking office, arrange to obtain the appropriate regalia (such as the Governor's Pin and the Past Governor's Pin). This would include updating the neck chain for the District Governor. The Council Secretary can assist with this function.
11. Must ensure that a report is made to the District Conference on the current finances, the last review, and the budget for the upcoming year.
12. Shall follow up with clubs to ensure that the club responsible is complying with any relevant grant requirements and procedures of The Rotary Foundation. He/she shall also ensure that the documentation process is completed on time and any outstanding projects are brought to completion.
13. May organize a hand-over event to turn the District officially over to the incoming Governor. However, this is at the discretion of both District Governors who will take into consideration the cost of the event as well as the need to support the club handovers at the end of the year.
14. We should consider utilizing the official logo of the District that includes a hibiscus, subject to compliance with the relevant Rotary logo brand requirements. This logo should be used appropriately without detracting from the Rotary International logo. The District Governor may also design his/her logo for the year if he/she so chooses, but cannot detract from the Rotary International logo, again, subject to compliance with the relevant Rotary logo brand requirements.
15. Receives a grant from Rotary International as well as a portion of the District Dues that are used to administer the District and adhere to all current reporting requirements. The DG must submit financial reports to Rotary International by July 31 immediately after his/her year of office and a full report to the DG Council and the District and Rotary International by September 30 immediately after his/her year of office.
16. Serves as the Vice-Governor during the year immediately after the District Governor year as per the requirements of the Manual of Procedure.

17. Shall, on becoming DGN, fully review this District Manual alongside a member of the Council.

V The District Governor Selection Process

The Nominating Committee for District Governor is made up of the five (5) most recent Past District Governors (who are available and willing to serve and still resident in the District). The Immediate Past District Governor (or if he/she is unavailable or unwilling to serve or is not still resident in the District, the next most recent Past District Governor) shall serve as Chair of the Nominating Committee. Should there not be five (5) such Past District Governors, the District Governor shall appoint additional suitable persons from among other Past District Governors so that the number of members of the Nominating Committee is five (5).

The current District Governor shall request suggestions for nominations from the Club Presidents for the future District Governor. Those suggestions should be sent to the Nominating Committee for consideration based on the timing noted in Addendum 3.

The Nominating Committee shall be charged with the duty to seek out and propose to the Council of Governors and the District Governor the best available candidate for District Governor. The District Governor will inform the clubs of the District, of the name and club of the nominee by the end of January. The process for selection and confirmation will be carried out following RI procedures (Addendum 3). Suggested letters for the DG to send to all the candidates after the election are also in Addendum 3.

The District must select its District Governor not more than 36 months, but not less than 24 months, before the day of taking office. The nominee will be named as governor-elect at the next appropriate International Convention and will attend the next appropriate International Assembly to receive his/her training. The nominee will also attend the Zone Institute's (Summit's) Training and Leadership Seminars as DGN, DGE, and DG. Essentially, this provides two years for the Rotarian to prepare for his/her year as District Governor.

As soon as the candidate is nominated, he/she needs to prepare a one-page resume giving particulars of his/her personal, business, and Rotary life. This resume along with two professional photographs should be provided to the Nominating Committee and members of the Governor's Council. At the District Conference where the delegates will be informed of the candidate, he/she should introduce himself/herself to the Conference by providing a brief acceptance speech.

Every effort will be made by the Nominating Committee to rotate the office of the District Governor around the countries and islands of the District. Rotary in the District needs to continue to seek qualified District Governors from each island. However, the overriding consideration must at all times be to select and elect the candidate best qualified for the position.

VI The Council of Governors

The Past District Governors provide a reservoir of talent and experience. Therefore, all Past District Governors will constitute the Council of Governors acting in an advisory capacity to assist the District Governor at his/her request and under whose direction and supervision the Council shall function.

The District Governor shall be the convener of the Council and shall preside as its Chair. A Past District Governor shall be appointed to be the Council Secretary and a Past District Governor shall be appointed to be the Council Treasurer.

The District Governor Nominee Designate, the District Governor Nominee, and the District Governor-Elect shall also sit on the Council of Governors.

The Council shall meet twice each year. The first meeting will normally be on the first or second Saturday in December and the second will be at a convenient time during the District Conference. These times may be adjusted based on the circumstances at the time.

The Council of Governors serves in an advisory capacity and is expected to assist the District Governor wherever possible. The Council will use some of its meeting time to “brainstorm” and consider creative and innovative ways to resolve difficult situations in the District.

The District Governor will provide an update on the District at each Council meeting. Included will be information about the clubs (strong and weak), the financial position, The Rotary Foundation, and any other pertinent situations about which the Council needs to be aware or with which it may be able to assist. The DGE and DGN will also provide reports to the Council at each meeting of the Council.

Council Secretary

The Council of Governors shall appoint a Secretary from among its Past District Governors. There will be no fixed term to the appointment, allowing the individual to serve as long as he/she is functioning well. This is an honorary and volunteer position.

The Council Secretary:

1. Shall serve as recording secretary for both meetings during the year.
2. Shall assist the District Governor in organizing the agenda for both meetings.
3. Shall assist the Council in ensuring that the District is following the rules of Rotary.
4. Shall assist the District Governor and the incoming District Governors in understanding and providing background to processes and procedures in the District.
5. Shall coordinate the agenda for the business meeting at the District Conference

Past Council Secretary – PDG Barry Rassin (multiple years)

Past Council Secretary – PDG Alvero Casserly (multiple years)

Past Council Secretary – PDG Richard Grant (multiple years)

Past Council Secretary – PDG Vance Lewis (2018-19)
Council Secretary – PDG Patrick Adizua (2019- present)

Council Treasurer

District 7020 appoints a Council Treasurer, formerly known as the Permanent Treasurer, to have one person consistently oversee the financial activities of the District. The District has numerous countries, currencies, exchange practices, and difficulties in abiding by money regulations consistently. The Council Treasurer is preferably a Past District Governor who understands the District in all its nuances and can ensure that at the end of the day all the dues are appropriately paid and funds are appropriately credited from year to year. The Council of Governors will appoint any future Council Treasurer based on this Manual.

The Council Treasurer will assist the District Treasurer in any way he/she can without interfering with the day-to-day operations of the District. He/she is there to make sure that all the agreed financial rules are adhered to. He/she brings a consistent structure to the position.

The Council Treasurer will ensure that the District Treasurer bills every club with copies to the Assistant Governors. The Council Treasurer will receive the appropriate portion of the dues for the District Funds, provide a report on the status of the funds and liaise with the District Treasurer on outstanding dues. He/she maintains the District Funds and ensures that the rules of Rotary International are followed. This is an honorary and volunteer position. (2016)

Past Council Treasurer – PDG Richard Harris (multiple years)
Past Council Treasurer – PDG Jeremy Hurst (multiple years)
Current Council Treasurer – PDG Richard Harris (with a Rotarian accountant as the Assistant Treasurer)

Audit Committee

The Audit Committee is made up of three members of the Council of Governors, preferably, and should be appointed annually. The Audit Committee should ensure that the audits from year to year are performed as outlined by the Manual of Procedure.

Past Audit Committee – PDG Richard Grant, PDG Aadu Abel, PDG Rein Heere (multiple years)
Current Audit Committee – PDG Diana White (Chair) PDG Felix Stubbs, PDG John Robertson, TBA

Council of Governors Liaison

The Council of Governors Liaison will act as a conduit for communication between Rotarians and clubs of District 7020 and the Council of Governors if a Rotarian or club have any issue they wish to bring to the Council of Governors' attention. The Liaison will keep the District Governor up to date on all such issues as needed.

Current Council of Governors Liaison – PRID Barry Rassin

VII District Appointments

The District Governor must announce his/her appointments to the District as early as possible, no later than the District Leadership training for the year. The following positions must be appointed at a minimum along with any requirements made by Rotary International:

District Secretary

This Rotarian should be a Past President who has a good understanding of the Manual of Procedure and the workings of the District. He/she must be readily accessible to the District Governor. The District Secretary will assist the District Governor with all secretarial aspects of the administration of the District, including correspondence and reporting requirements. This Rotarian will also promote the effective use of Rotary Central and any other similar online reporting and monitoring applications. This position is appointed on an annual basis. The District Secretary is responsible for ensuring that the clubs bring their voting credentials to the District Conference each year (2016).

District Treasurer

This Rotarian should also be a Past President who has a good understanding of the rules of Rotary and the workings of the District. He/she must ensure that **the** financial position of the District Governor is properly recorded and all reporting is provided on a timely basis. He/she also must ensure that each club remits its dues to the District and Rotary International before the deadlines provided. All records need to be submitted for review after the year. He/she will report to the District Conference before the year the budget of the District and will report to the District Conference after the year the reviewed statements of the District. The District Treasurer will work with the Council Treasurer to ensure that the rules of handling money in the District are followed and that the clubs pay the appropriate dues on time. Working with the Council Treasurer he/she will also see that the distribution of funds is following the District rules and the current rules of Rotary International. This position is appointed on an annual basis. The District Treasurer must notify his/her successor before June 30, at the end of the year, of any unpaid district dues. This information will allow the new Treasurer to follow up on outstanding dues. All accounts payable should be settled within sixty days of the year-end including any surplus that is sent to his/her successor.

District Training Committee Chair

It is recommended that this Rotarian be a Past District Governor who is well versed in the rules of Rotary as well as the District. He/she must be able to train and motivate Rotarians as well as teach them how to use the materials of Rotary International to organize effective clubs. The District Training Committee Chair is available to the Clubs to assist them with training but primarily organizes in collaboration with the Committee the three District training meetings (Assistant Governors, including other District Leadership; PETS, including Presidents and Secretaries; and the District Assembly, for all other club leaders). His/her training, planning, and organization are done in conjunction with the District

Governor who has the ultimate responsibility. It is recommended that this position be appointed for three years to provide continuity. This person should be a certified Rotary Leadership Institute (RLI) discussion leader. The Conference Committee will cover the cost of the hotel room for the District Training Committee Chair during the DTT, PETS, Assembly, and Conference. (2016)

Committee Chairs

The District Governor will appoint several individuals to chair certain District Committees to oversee and develop specific areas of Club or District administration. These Chairs are responsible for the specific area appointed by the District Governor and report to the District Governor with their activities and proposed projects. Examples would be conferences, Publications, websites, aspects of the five avenues of service, the areas of focus, and The Rotary Foundation. These positions are appointed on an annual basis. However, the Chairs of the Rotary Foundation and the Membership Committees should be appointed for a three-year term on the committee to provide for continuity.

The committees should only be appointed to be effective working committees and allow for the involvement of as many Rotarians as possible in the affairs of the District, not just for the sake of having a committee. The DG should provide each Committee with the expectations for that Rotary year.

Standing Committees

It is important to achieve stability in the planning and development of the District. It is recommended that the District Governor appoints standing committees as follows and other committees as needed:

<u>Committee</u>	<u>Chair</u>
Membership and extension	District Governor appointment
Finance	District Treasurer
Public Relations	District Governor appointment
Publications (Newsletter, Directory)	District Governor appointment
District Training Committee	District Governor appointment
District Conference	District Governor appointment
The Rotary Foundation	District Governor appointment
Rotaract	District Governor appointment
Interact	District Governor appointment
Disaster Relief and Recovery	District Governor appointment
Strategic Planning	District Governor Nominee
Ethics Committee	Current District Governor
HANWASH Committee	District Governor appointment with IPDG as Vice Chair.

The District Governor may appoint other committees from time to time to achieve the goals and objectives of the District and Rotary International. Every effort will be made to make these functional and effective committees that exist for a specific purpose.

Alumni Association

The District Governor will appoint a Chair each year to encourage all alumni of the District to stay involved with Rotary International and the District. Alumni should include all those who have received scholarships, and/or participated, in programs of The Rotary Foundation or Rotary International. These non-Rotarians who have been ambassadors of Rotary should still be looked at as making an impact on their communities for and with Rotary.

The Strategic Planning Committee

This important committee chaired by the District Governor Nominee should look to the future and suggest the direction for the District's development. The members of this standing committee that will be responsible for oversight of the District Strategic Plan will be the DG, DGE, DGN, DGND, IPDG, one PDG, and two second or third-year AGs. The District shall adopt the Rotary International Strategic Plan and develop tactical action items for the District consistent with it. The committee will encourage Rotary Clubs to do likewise. Add process.

Ethics Committee

1. The Ethics Committee would be made up of seven members with the Chair being the current District Governor. The other members would be the DGE, DGN, and IPDG, along with, for the period July 1 to December 31 each year, the PDG immediately preceding the IPDG whose place would then be taken on January 1 by the DNGD. The two other members would be the Chair of the District Audit Committee and the District Foundation Chair. In this way, recent governors would have input into personalities and issues which they may have experienced already and the incoming governors will build up their knowledge in advance of their year of service.
2. Clubs would be advised of the creation of this committee and encouraged to use it when either financial or conduct issues arise. Any potential conflict of interest issues would also be brought to the Committee. It should be made clear that this does not mean that something untoward has happened. The committee can be used to seek advice where, for example, there is uncertainty as to possible conflicts in grant applications.
3. The council can choose to refer any questions it receives to other members of the district team when it considers that it is appropriate and beneficial.
4. In cases of financial misconduct reported to the council, it is suggested that the first request for a report on the circumstances be obtained from the relevant Assistant Governor. If the Assistant Governor is the person directly involved, the Council would decide, based on the circumstances, from whom the report would be sought.

Disaster Relief and Recovery Committee

The District requires every club to have a Disaster Relief and Recovery chair. These club chairs should share ideas around the district. Each country must also have a Disaster

Relief and Recovery Committee made up of the Disaster Relief and Recovery club chairs in the country, two or more past AGs, any PDGs in the country, and other Rotarians who may have a special interest or skill related to disasters. In countries like Jamaica and Haiti that are large geographically and/or with many clubs, the clubs and country leadership should organize more than one area Disaster Relief and Country committees and should coordinate efforts within the country. The District Disaster Relief and Recovery Chair or his/her designate should sit on all area disaster relief committees. The District Governor should appoint the Chair of each country or area Disaster Relief & Recovery Committee.

HANWASH Committee

HANWASH (Haiti National Clean Water, Sanitation and Hygiene Strategy) is a multi-decade, multi-billion US dollar initiative designed to bring clean water, sanitation, and hygiene to all the people of Haiti, forever. The District recognises HANWASH as a program of utmost significance with District 7020 as the program's host district. The District further confers HANWASH with the status of a special district program, and commits to support HANWASH on an ongoing basis until HANWASH's work is complete.

The District HANWASH Committee membership shall comprise the same members as HANWASH Steering Committee's District 7020 Engagement Subcommittee. Its Chair (or Co-Chairs) shall be appointed by the District Governor for a period of up to three years and the District's Immediate Past District Governor shall sit as its Vice Chair for a year. The DGN, DGE, and DG shall also sit as members of the District HANWASH Committee.

The District HANWASH Committee shall appoint HANWASH country (or area) coordinators throughout the District (except for HAITI where HANWASH's Haiti Liaison Committee shall take on this role). The coordinators' role will be to promote understanding and support for HANWASH throughout their areas and the District.

VIII Assistant Governors

The Assistant Governors of the District are crucial to the efficient administration of the District and are appointed by the District Governor. Each Assistant Governor is responsible for several clubs with which he/she works to assist them in developing the club, reporting on a timely basis, and providing all the programs as required by Rotary International. The Assistant Governor is responsible for assisting the District Governor in the execution of tasks and duties; for acting as a liaison between clubs and the District Governor; for interacting with other Assistant Governors, committee members, and other District leaders; and for helping to promote Rotary International and Rotary Foundation activities and programs within the District. It is recommended that each Assistant Governor be responsible for no more than six (6) Rotary Clubs

The Assistant Governor for the E-Clubs will be appointed on an annual basis by the District Governor. This position should be filled by an Assistant Governor with above-average technological ability. (2014)

Club Presidents should receive the Assistant Governor with the dignity deserved as the District Officer responsible for that Club.

Minimum requirements for qualifications of the Assistant Governor include:

1. Served as a Club President for a full term of office and performed effectively.
2. Membership in good standing in a club in the District for at least three years.
3. Willingness and ability to accept the responsibilities of Assistant Governor.
4. Demonstrated outstanding performance at the Club and/or District level.
5. Potential for future leadership in the District, and
6. It is recommended that they are certified Rotary Leadership Institute (RLI) discussion leaders.

The Assistant Governor:

1. Shall meet with and assist the incoming club presidents in his/her assigned area before PETS before the beginning of the Rotary year to discuss and review Rotary International, The Rotary Foundation, District, and Club goals, and to train clubs on how these goals to be entered into Rotary Central. They must ensure that these goals and other necessary information are entered on time using Rotary Central to input them and other information requested. This "Pre-PETS" should also be used as an orientation to prepare them for PETS.
2. Reports to the District Governor immediately after each club visit.
3. Schedules and plans for the official visit to the area of the District Governor, whose primary purpose should be to advance Rotary in the District. The District Governor issues final schedule approval.
4. Should monitor club activities as an important part of the job and should include:
 - a. Club budgets, focusing on timely budget preparation, separation of charitable and club expenditures, and specific allocations for proposed service projects.
 - b. All reporting requirements to Rotary International and the District.
 - c. Payment of dues to Rotary International and the District.
 - d. Each club's performance concerning service projects
 - e) Compliance with Rotary Foundation grant best practices including appropriate attendance at a Grants Management Seminar, which the Assistant Governor shall be responsible for arranging at the appropriate times.
5. Updates the District Governor on progress within the assigned clubs, including attendance at local and District meetings, local net growth, and financial status.
6. Assists the District Governor in organizing and strengthening new clubs: overseeing the extension survey; making recommendations for special representatives and "sponsor clubs", where they have been appointed by the District Governor; adopts and adheres to the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws.
7. Participates in meetings with District leaders.

8. Encourages clubs to follow through on requests and recommendations of the District Governor.
9. Must attend and participate in
 - a. The Assistant Governor and District Leadership training session.
 - b. The “Pre-PETS” Training (2016)
 - c. The President-Elect Training Seminar
 - d. The District Assembly, and
 - e. The District Conference.
10. Must visit each assigned club in his/her area regularly with a minimum of one visit each quarter of the Rotary year.
11. Holds regularly scheduled meetings (preferably monthly and no less than quarterly) with club presidents to discuss the business of the clubs and resources available to them, along with goals, programs, and objectives of the District and Rotary International.
12. Promotes cordial relationships among the clubs, between the clubs and the District, and between the clubs and Rotary International.
13. Apprises (formally and informally) the District Governor and other District leaders of clubs’ progress and concerns.
14. Identifies outstanding Rotarians and/or club projects to be recognized by the District Governor.
15. Works with the District Governor and other District leaders to develop District goals.
16. Advises the incoming District Governor (when asked) on selections for District committees.
17. Suggests ways to advance Rotary and to address organizational concerns.
18. Promotes attendance at PETS, the District Assembly, the District Conference, and other District meetings.
19. Identifies potential District officers and encourages them to participate in District activities.
20. Supports decisions made by consensus among District leaders.
21. Participates in Rotary Foundation programs, annual and special giving events, and other assignments related to The Rotary Foundation as necessary.
22. Attends and participates in club meetings as requested by the District Governor for a specific purpose. This involvement may be in addition to the routine meetings attended by the Assistant Governor.
23. Attends and participates in club assemblies.

24. Assists in the maintenance of all Rotary standards and values, as well as in the motivation, inspiration, and education of all Rotarians in the District. It also assists in the promotion of all Rotary activities and programs and the explanation of the Rotary International theme for the year.
25. The Assistant Governor should strongly promote to Presidents-Elect that they complete the RLI training before taking office.
26. Assistant Governors who are certified RLI discussion leaders should be available to participate in District training sessions.
27. Assistant Governors shall be responsible for the appointment and annual certification of Area Coordinators.

The District Governor appoints the Assistant Governors because of their reputation as good motivators, organizers, and leaders. They are expected to do an excellent job for the District and Rotary International. If for some reason, the Assistant Governor is not effective in his/her role, The District Governor is obligated to replace him/her.

The Assistant Governors must be appointed annually. However, it is expected that they hold office for a maximum of three consecutive terms if they are effective in the role. The District Governor has the discretion to change the Assistant Governor.

It is highly recommended that the Assistant Governors organise regular meetings involving all Club Presidents (including Rotaract) and invite Area Coordinators to attend some of these to establish a strong local team with a unified vision.

Consistent with the Vision Statement of Rotary International, the District strongly urges the leadership of groups of clubs to meet regularly to plan joint activities and determine the optimum manner in which to share shared various costs in that area in coordination with the Assistant Governor(s). These costs would include AG costs, joint projects, upcoming conference support, etc. The groups of clubs are defined by all clubs on a particular island, in a particular country, in a region of a country, or clubs on different islands/countries that are relatively close.

IX Area Coordinators

DISTRICT 7020 AREA COORDINATOR PROGRAMME

District 7020 recommends the appointment of Area Coordinators throughout District 7020 as described below:

Area Coordinators shall be appointed in the following focus areas (so long as suitable candidates can be identified):

- MEMBERSHIP
- FOUNDATION
- PUBLIC IMAGE
- TRAINING
- SERVICE, PROJECTS & PROGRAMMES
- YOUTH

Role:

Area Coordinators have been established for several purposes.

- As a support for the Assistant Governor
- As a member of the AG’s team working “Beyond The Club”
- As a resource for clubs (Rotary, Rotaract & Interact) and their specific needs in the relevant area of expertise
- As a local resource for the District Committees in reaching all clubs to make presentations locally

Area Coordinators are responsible to their Assistant Governor at all times and should copy him/her on all correspondence and planned club visits, seminars, or presentations. They will also liaise with their respective District Committees and Teams and their goals shall at all times be consistent with the RI and District Strategic Plans and District Committee Goals. Area Coordinators will need to undergo training to be provided by the District Training Team before taking up their position.

Area Coordinator Recommended Activities:

- Liaise with AG to establish a calendar of events for supporting the clubs and update as needed but at least quarterly.
- Along with your AG, plan and organise an inter-club event for training and/or open forum and/or collaborative project/event/fundraiser.
- Visit each club at least twice a year to give a presentation in your focus area making every effort to arrange the time to fit with the Rotary International calendar of monthly themes.
- Keep current with all changes in RI and District policy as it relates to your focus area
- Be aware of all resource documents, videos, and presentations available from RI or your District Training committee as it applies to your area of expertise.
- Establish a good liaison with District Chair for updates on resources available
- Establish a working relationship with your counterpart Club Committee Chairs
- Be proactive in considering ways in which your area of expertise can be utilised within the community

Normally each Assistant Governor will have one Area Coordinator for each focus area. Depending upon local circumstances, in the case of a larger territory, an Area Coordinator may cover the territory of more than one AG if approved by the District Governor. Reporting lines in these circumstances will be decided by the District Governor.

X District Finance

See Addendum #6 for further details on the available funding for various District Events. (2016)

The District must follow all the recommended rules of Rotary International as spelled out in the Manual of Procedure. The District Treasurer must work closely with the Council Treasurer to ensure accountability and efficiency.

Functions of the District Treasurer

1. Budget – The District Treasurer must report the budget for his year at the District Conference immediately preceding his year of office.
2. Current Finances – The District Treasurer must report the status of the current finances of the District at the District Conference during his year in office.
3. Review – The District Treasurer must report the reviewed financial statements to the District Conference immediately after his year of office.
4. District dues – The District Treasurer must ensure that every club pays its District dues on time. If not, the recommendation should be made to the District Governor to suspend the club because of a lack of payment of District dues. The District Treasurer must work with the Council Treasurer for the collection of dues. Consistent with the Manual of Procedure the District can recommend that the charter be pulled from any club that has not paid its dues on time. (2016)
5. Accounts - The District Treasurer must ensure that complete and accurate accounts are kept as related to all District Dues and monies received by the District for use by the District Governor. He/she will maintain the operational funds for the District Governor and forward information to the Council Treasurer. He/she will also forward the funds for the District Disaster and Foundation to the Council Treasurer on a timely basis.
6. Budget from Rotary International – The District Treasurer in conjunction with the District Finance Committee must ensure that timely, accurate forecasting is made for Rotary International to determine the best allocation for the District Governor's expenses. Together they will also reconcile actual expenses to ensure the District receives complete reimbursement.
7. Donations in kind – The District Treasurer should ensure that donations in kind are accounted for on a cost basis to ensure that the true cost of the activities of the District Governor is documented.
8. Successor – The District Treasurer must inform the incoming District Treasurer of any outstanding District dues so that the dues collection process continues with the new District Treasurer.
9. Accounts Payable – The District is responsible for all accounts payable being paid within sixty days of the year-end, including any surplus paid over to the incoming Treasurer.
10. The DGE and DGN are expected to attend the GETS, PETS, District Assembly, and District Conference each year at the expense of the District or RI. Also, they

are required to attend the International Assembly in their year as DGE and expected to attend the International Convention during their year as DGE at the expense of the District or RI. These trips would be on an economy fare travel basis. Their spouses would also be covered for these same trips.

District Dues

The District Dues are determined and agreed at the annual District Conference and currently are US\$35 per member per year to be paid semi-annually or annually at the discretion of the club. The calculation is based on the number of members on July 1 of each year and payable in full on the first day of the Rotary year, July 1, or in two equal installments (July and January).

The present breakdown is as follows:

District Governor travel, activities, etc.	(2012) US\$24
Assistant Governor/District Chairs travel, activities, etc.	US\$ 5
District Disaster Fund	US\$ 5
District Foundation	US\$ <u>1</u>
Total	US\$35

New Clubs will pay a pro-rated amount of District Dues dependent on what month they are admitted to Rotary International. (2013)

The Dues paid in January are based on the number of members on January 1. Those who paid for the year should adjust their membership on January 1. (2013)

The Alumni Association may be reimbursed up to US\$0.50 per member for the cost of an annual meeting if the meeting is approved by the District Governor and is fully documented. This would come out of the US\$24 allocated to the District Governor.

Rotary International Dues are stated in the Manual of Procedure and should be paid accordingly using the semi-annual report sent to the secretary of each club. These dues must be paid on time.

Some agreed rules on the appropriate use of funds for the District Governor:

1. Travel and accommodations to visit all the clubs in the District.
2. Cost to attend meetings related to the position. These would include the Rotary Institute and one International Convention. The Rotary Institute in the Zone should be attended for training purposes as DGN, DGE, and DG.
3. Reimbursement would be for economy travel and reasonable accommodations.
4. As Rotary International and the District encourage the spouse to travel with the District Governor around the District, his/her travel cost is reimbursable at the economy rate.
5. If a club or individual provides the District Governor with “free” accommodations or any other assistance that the District Governor would normally pay for, the District Governor must account for the approximate cost as a donation in kind and equivalent expense for accounting purposes. This process ensures that Rotary International and the District understand the true cost of administering this District.

6. The District Governor must produce an electronic/online District Directory and an electronic/online newsletter monthly. These should be cost-effective, timely, and efficient. The District Directory should be complete for distribution at PETS. (2013)
7. Although all the above and those specified in the Manual of Procedure are costs that may be reimbursed, the District Governor should be cautious to not overspend the budget that is allocated. The budget does not necessarily cover all costs of the District Governor. Any expenditure over the allocated budget is the responsibility of the District Governor.
8. During the year of the District Governor, all efforts should be made to include in the budget and to reimburse from district funds expenses of the DGE and DGN to attend any district, zone, or Rotary International training sessions. The Council Treasurer may advance the funds for required meetings that are held before the DG year. Then the District Treasurer can reimburse the Council Treasurer as the funds are available during the DG year. (2016)

Some agreed rules on the appropriate use of funds for the Assistant Governor:

1. The clubs in the Assistant Governor's area are responsible for the costs of his/her official duties.
2. The cost of economy travel and reasonable accommodations for attending the Leadership Training, PETS, and Assembly are reimbursable. This also applies to District Chairs if there are sufficient funds available.
3. The cost to travel among the clubs in his/her area is reimbursable.
4. A formal, written, signed (or emailed) request, within 30 days of the activity, to the District Treasurer with the appropriate documentation is a requirement to achieve reimbursement.
5. It is clearly understood that the US\$5 per member allocated to the Assistant Governors and District Chairs is not adequate to cover all expenses for all AGs and Chairs. It is there to assist as much as possible with out-of-pocket costs to get the job done well. Therefore, there is no guarantee that repayment in full can be accomplished and any uncovered costs are the responsibility of the Assistant Governor. The priority for reimbursement will be the Assistant Governors.
6. The District has converted the Assistant Governor Fund to the District Contingency Fund which is administered by the Council Treasurer. Requested and approved reimbursement will come from the District Treasurer using the annual \$5 for all reimbursement for that year. If there is any surplus at the end of the year, the District Treasurer will forward the surplus to the Council Treasurer to incorporate into the District Contingency Fund which can only be spent with the approval of the Council of Governors. (2014)

District Funds

District Disaster Fund

As District 7020 is prone to disasters, especially hurricanes, this fund was established to be able to respond to the clubs whose communities have been hit by disaster promptly.

1. The District Disaster Fund established primarily for providing financial relief in cases of natural disasters within the District or the Zone shall be maintained in United States dollars in a territory where it is lawful so to do and shall be

- administered by and under the control of a committee comprised of the District Governor, who shall be the Chair, and the Council of Governors.
2. Disbursements from the fund shall require the approval of a simple majority of members of the committee either at a regular meeting or by electronic or other contacts. However, to expedite response time to assist in a Disaster, the District Governor with the Council Treasurer may disburse up to US\$5,000 and report to the committee at the next regular meeting. (2013)
 3. The Fund shall be financed by regular contributions allocated by resolutions decided and approved as part of the annual District dues as noted in this document or future resolutions passed by the Clubs.
 4. These funds will be used primarily within the District but, with Council approval, may be used to support efforts outside the District and the Zone. (2014)

District Foundation

The District Foundation was established to allow the District to grow a fund that could be used to assist projects in the District. The same committee oversees the Foundation Fund as the Disaster Fund. The same method of disbursement is required. However, the committee must vote on the project before disbursement unless there are urgent extenuating circumstances. A simple majority of the committee at a regular meeting or by electronic or other contact is needed to approve the disbursement.

The District Foundation in no way must detract from the Rotary International Foundation's contributions. As a District, we believe strongly in the Rotary Foundation and must support it in any way we can.

XI District Meetings

See Addendum #5 providing more details on the various District events. (2016)

District 7020 is spread out over a large geographical area and it is, therefore, only practical for the District to come together once per year. For this reason, most of our training sessions and the District Conference are organized for a consecutive period. This time-honored tradition allows the District and Rotarians to minimize their costs and maximize attendance and participation. As most of the meetings are all together, the District strives to minimize duplication in the presentations to allow for an overall interesting and diverse program.

These meetings will generally be held in the country of the District Governor to ensure his ability to be closely involved with the organization of the event. Unusual circumstances may be considered to move the meetings to another location. The District Council must participate in that decision.

The weekend of training for the District Leadership Team and the week of meetings (PETS, Assembly and Conference) must take place between the International Assembly

where the District Governor-Elect received his/her training, and seven days before the International Convention. This allows for the incoming District Governor to be prepared and trained and avoids interfering with the Convention. District 7020 has generally met in the first week of May but has the option to meet earlier if it is convenient and cost-effective for the District. Serious consideration for an earlier date has been requested by Rotary International and will be considered by incoming District Governors.

Each of the sessions must abide by all the rules for that session as spelled out by the Manual of Procedure and Rotary International.

To maximize the time available at these meetings, the District shall offer Webinars to augment the information available to all Rotarians. (2014)

It is recommended that the organizers utilize the Past District Governors, Incoming District Governors, Assistant Governors, and locally-based Zone Coordinators as presenters wherever possible. There should also be some external speakers who can bring new and different perspectives on current issues. All speakers should be able to present in an informative and motivational manner. (2016)

Leadership Team Training

1. This training seminar is aimed directly at the incoming Assistant Governors, Committee Chairs, and other District Officers to ensure that they are well prepared for their job in the District. Assistant Governors must attend.
2. All District Officers and Committee Chairs are strongly urged to attend. Their roles will also be discussed to ensure that the entire team has a good understanding of the District organization as well as the plans for the year.
3. The goal is to provide each Leader with motivation, inspiration, and training to allow an excellent job to be done for the District and Rotary International.
4. The Leadership Team Training will take place in early March or as soon after the International Assembly as reasonable.
5. The Incoming District Governor organizes this training seminar with the assistance of the District Training Committee.

President-Elect Training Seminar (PETS)

1. Club elections for officers must be complete and submitted to the District and RI no later than October 31 of each year. This allows sufficient time for the information to be included within the appropriate directories. (2016)
2. All Presidents-Elect and Secretaries-Elect must attend the PETS. If for some inescapable reason a President-Elect is unable to attend the PETS and cannot send a representative, the appropriate Assistant Governor will organize a special training session in consultation with the District Training Chair before the President-Elect takes office. According to the Manual of Procedure, a Rotarian cannot take the office of the President of a Rotary Club unless they have had the appropriate training.
3. All Club Treasurers are strongly encouraged to attend PETS.
4. If a club officer resides outside of the geographic area which is District 7020 and is unable to travel to District 7020 PETS, then that officer must attend a PETS event in the district in which he/she resides. (2014)

5. The PETS will take place over two days during the week of meetings.
6. The PETS is designed to provide training, motivation, and inspiration to the Presidents-Elect and the Secretaries Elect. They must be prepared to administer their clubs in the best possible manner following the guidelines of Rotary International.
7. Other District Officers are welcome to attend as well as other club officers.
8. The Incoming District Governor (DGE) organizes this training seminar with the assistance of the District Training Committee.
9. Sessions will be held during PETS or the Assembly specifically for Club Treasurers.

District Assembly

1. All Presidents-Elect, Secretaries-Elect, Club Committee Chairs, and other interested Rotarians are invited to attend the District Assembly.
2. The District Assembly will take place during the week of meetings.
3. The District Assembly is designed to provide training, motivation, and inspiration to all club leaders to allow them a complete understanding of how to organize and administer an effective Rotary Club based on the intentions of Rotary International.
4. The Incoming District Governor organizes this training seminar with the assistance of the District Training Committee.
5. The District Assembly will include the required Membership and Foundation Seminars as prescribed by Rotary International.

District Conference

1. All Rotarians are invited to the District Conference.
2. The District Conference may take place on the Friday and Saturday of the week of meetings. The official opening may take place on Thursday evening.
3. The District Conference should update the District on the status and programs of the District and Rotary International. The meeting should be motivational and inspirational as well as informative.
4. The current District Governor organizes the District Conference with assistance from the District Conference Committee and the Council of Governors as required.
5. The Past District Governors should be recognized at the Conference and a moment of silence should be held for those Past Rotarians who are deceased.
6. There will be a business section of the District Conference to allow for any District business. The financial reports, election ratification process, and any resolutions may be brought forward at that time. The delegates must submit any substantive resolutions to the District Secretary seven days before the business meeting to ensure an appropriate time for review and consideration. Voting will be according to the rules outlined in the Manual of Procedure therefore it is important to be financially current as a club and to bring to the District Conference the appropriate voting credentials.

District Conference Committee

1. This Committee is responsible for organizing all the events for the entire week of meetings, except that the DGE and his Training Team will be responsible for the program and content relating to PETS and Assembly). They must arrange for the hotel, expedite travel and visas where necessary, registration, funding, entertainment, organize the rooms appropriate for the sessions, etc.
2. The Chair and the Committee should be appointed as soon as possible to ensure sufficient planning time. It is recommended that he/she has been an Assistant Governor.
3. The Committee may organize an evening of Home Hospitality.
4. If the Conference Committee achieves excess funds, it is recommended that they assist the District Governor with some of the District expenses that may not have been covered by the District budget. They may also wish to maintain a small fund in trust to use as a start-up for the next District Conference.
5. The Committee will ensure that professional translators provide excellent English-French simultaneous translation for all sessions. Those who speak French must be able to obtain the same information, training, motivation, and inspiration as those who speak English. All speakers who provide handouts should be asked to provide them in both English and French.
6. All supplies owned by the District should be handed over at the end of the District Conference to the incoming District Conference Chair or incoming District Governor so that he/she can take them back to prepare for the next year's meetings. These supplies would include country flags, translation equipment, etc.
7. The Committee should at least plan to provide accommodations for the Representative of the President of Rotary International, the District Governor, the two incoming District Governors, and the District Training Committee Chair. Usually, the hotel provides gratis rooms that could accommodate these individuals and their spouses.
8. The District Conference Chair and Committee are appointed by the District Governor.

XII Rotary International Nominations

There are opportunities for District representatives to be nominated for involvement in Rotary International activities. District 7020 strongly encourages Past District Governors or others to agree to any appointments or nominations and to do an exemplary job. This involvement will assist District 7020 to develop its reputation as an effective District in the Rotary world. Some specific positions need to go through a selection process as outlined by Rotary International.

The Director of Rotary International representing Zone 34 may appoint a Zone Advisory Committee. The current District Governor will appoint a Past District Governor to serve on that committee if requested by the Director to do so.

Council on Legislation

Every three years the Council on Legislation meets and has one representative from each District around the world. The qualifications for this representative are spelled out in the

Manual of Procedure and he/she must be a Past District Governor. The Council of Governors selects an individual and an alternate in case the representative cannot attend for some reason. These two individuals are thought by the Council of Governors to be able to best represent the interests of the District at the Council on Legislation. They then present these individuals at the District Conference so that the District may ratify the selection. This information is then forwarded to Rotary International.

The representative should consult with the District Governor and any interested Rotarians to get some input on the issues to be addressed at the Council on Legislation. The representative should share in writing a summary of the information from the Council on Legislation with the District at the first possible opportunity. He/she should also present it at the District Conference immediately following the Council on Legislation.

It is recommended that the representative attend at least two in a row to bring the experience from the first one to future meetings. It is a complex process that needs individuals with experience to assist the process in being efficient and effective.

Nominating Committee for Director of Rotary International

Every fourth year Zone 34, of which District 7020 is a member, has the opportunity to nominate a Director and alternate to the Board of Rotary International. One Past District Governor from District 7020 needs to be appointed to the Nominating Committee for the Zone to select the nominee and alternate. The same process for the selection of the Council on Legislation representative is followed by the District to select the representative for the Nominating Committee. The Council of Governors recommends the candidates to the District Conference for their ratification.

Any club in the District may nominate an individual to be a Director of Rotary International. The Nominating Committee of the Zone will select the best candidate and alternate for the position.

XIII District Awards

The District Governor should reward productive, effective, and successful clubs and Rotarians during the District Conference through the awards process. There are awards available from Rotary International and The Rotary Foundation that should be given to deserving individuals in the District. The District Governor should be familiar with these awards and ensure that they are presented to the appropriate individuals or clubs.

The District should also have an awards program that recognizes both the clubs and individuals for outstanding work. These awards should be related to the goals and objectives as set by the District Governor before the start of his/her year so that everyone clearly understands what the goals and objectives of the District are and what one needs to do to be recognized for the accomplishment.

The District Governor should make every attempt to align the awards with the goals of Rotary International and the District, including their Strategic Plans so that the entire District is working in the right direction.

XIV Amendments

This manual may only be amended at a District Conference by a poll in which the amendment receives the affirmative vote of at least seventy-five percent (75%) of the electors present and voting in person or by permitted proxy. All clubs will be notified of the voting and those clubs not represented will have 30 days in which to reply if they have any significant objections.

XV Resolutions

Resolutions of a substantial nature may be brought to the District Conference for a vote if they have been presented in writing to the District Secretary or the Council Secretary at least seven days before the District Conference. Resolutions may be presented by a Rotary Club in the District or by an individual Rotarian or the Council of Governors. Resolutions also need an affirmative vote of seventy-five percent (75%) of the electors present and voting in person or by permitted proxy to be accepted.

XVI Youth Exchange

Youth Exchange is encouraged in our district and Addendum #4 details the policies as related to the District 7020 Youth Exchange Abuse and Harassment Prevention Policy.

The District has approved this policy as provided and is also contingent on the approval of Rotary International. All clubs must be approved for Youth Exchange by the District Administration to ensure that the policies for Youth Exchange are being adhered to.

Addendum #1 Listing of Clubs by Group

Listing of Clubs by Assistant Governor Responsibility
****To be updated annually by the District Governor****

Country	Club	Charter Date
Asst Governor Netherland Antilles	St. Maarten	1972
	St. Maarten Mid-Isle	1997
	St. Martin Sunrise	2004
	Anguilla	1978
	French West Indies	St. Barthelemy
	St. Martin Nord	1988
	St. Martin Sunset	2018
Asst Governor Bahamas - East	Abaco	1971
	East Nassau	1963
	Nassau	1962
	Nassau Sunrise	2001
	South Ocean	2021
Asst Governor Bahamas – West	New Providence	1988
	West Nassau	1970
	Eleuthera	2009
	South East Nassau	1976
	Old Fort	2015
Asst Governor British Virgin Islands	Road Town	1991
	Tortola	1968
	Road Town Sunrise	2009
	Central Tortola	2021
Asst Governor Cayman Islands	Cayman Brac	1981
	Grand Cayman	1965
	Grand Cayman Central	1986
	Grand Cayman Sunrise	2002
Asst Governor Haiti-South	Les Cayes	1978

		Aquin	2007
		Camp Perrin	2019
Asst Governor Haiti-South East		Jacmel	1984
		Leogane	2010
Asst Governor Haiti – Metropolitan		Mirebalais	2005
		Petionville	1972
		Port au Prince, Champs de Mar	2009
		Petionville Sud	2020
		Bourdon	2022
Asst Governor Haiti-North I		Cap-Haitian	1979
		Milot	2013
		Bayonnais Gonaives	2013
		RCMG	2015
Asst Governor Haiti-North II		Pignon	1999
		Hinche	2003
		Ouanaminthe	2010
		Hinche Nord	2018
Asst Governor Haiti-North West	1	Verrette	2005
		Saint Marc	1998
Asst Governor Haiti-Central		Delmas Aeroport	2000
		Port-au-Prince	1962
		Delmas Centre (E-Club)	2018
Asst Governor Jamaica-Central		Spanish Town	1981
		Portmore	1999
		North St. Catherine	2008
		Manor Park	2017
Asst Governor Jamaica-Northeast		Ocho Rios	1968
		Port Antonio	1970
		Ocho Rios East	2011

Asst Governor Jamaica Northwest	Montego Bay	1961
	Falmouth	2002
	L.I.F.E.	1992
Asst Governor Jamaica-Southeast	Kingston	1959
	Kingston East & Port Royal	1999
	St. Andrew	1966
	Trafalgar New Heights	2008
Asst Governor Jamaica Southwest	Christiana	1971
	Mandeville	1964
	Maypen	1990
	Santa Cruz	1980
Asst Governor Jamaica – South Central	Kingston Downtown	1982
	Liguanea Plains	2005
	New Kingston	1990
	St. Andrew North	1987
Asst Governor Jamaica-West	Lucea	1974
	Savannah-La-Mar	1969
	Negril	2004
	Black River	1973
	Green Island Sunrise	2021
Asst Governor Turks & Caicos Islands	Providenciales	1996
	Grand Turk	2005
Asst Governor USVI - South	St. Croix	1958
	St. Croix Harbourside	1996
	St. Croix Mid-Isle	1988
	St. Croix West	1968
Asst Governor USVI- North	Charlotte Amalie	1985
	St. Thomas	1957
	St. Thomas East (ECO)	1986
	St. Thomas II	1979
	St. Thomas-Sunrise	2003
	St. John	1999
Asst Governor E-Clubs	District 7020 E Club	2014

Addendum #2 Listing of Past District Governors

Listing of Past District Governors & Governor Line

****To be update annually by the District Governor****

District 404

1974-75	Dr. John Watts	Grenada
1975-76	Jean Paysant (dec'd)	Martinique
1976-77	Serge Mees (dec'd)	Guadeloupe
1977-78	Osmond Hale (dec'd)	Trinidad
1978-79	W. Fritz Humphries (dec'd)	St. Thomas, USVI
1979-80	Miles A. Rothwell (dec'd)	Barbados
1980-81	Harold (Charlie) Braham (dec'd)	Kingston, Jamaica
1981-82	Constantinos Coulianos (dec'd)	St. Thomas, USVI
1982-83	Arthur Hunter (dec'd)	Cayman Islands
1983-84	Keith Duncombe (dec'd)	Bahamas
1984-85	Berthany Madhere (dec'd)	Haiti
1985-86	Michael S. Fennell	Jamaica
1986-87	Al Cartwright (dec'd)	Bahamas
1987-88	Aadu Abel	St. Maarten
1988-89	John Furze (dec'd)	Cayman Islands
1989-90	Alvaro Casserly	Jamaica
1990-91	Sanseric Powell (dec'd)	St. Croix, USVI

District 4040

1991-92	Barry Rassin	Bahamas
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District 7020

1992-93	Richard Harris	Cayman Islands
1993-94	Pishu Chandiram (dec'd)	Jamaica
1994-95	Edgar M. Iles (dec'd)	St. Croix, USVI
1995-96	John E. Robertson	Bahamas
1996-97	Reinier Heere (dec'd)	St. Maarten
1997-98	Mulo Alwani dec'd)	St. Thomas, USVI
1998-99	Garfield Thomas	Jamaica
1999-00	Robert (Bobby) Bodden	Cayman Islands
2000-01	Edward (Eddie) Bostwick	Bahamas
2001-02	Richard Grant	St. Croix, USVI
2002-03	Amos Durosier (dec'd)	Haiti
2003-04	Keith Daley (dec'd)	Kingston, Jamaica
2004-05	Victor Gibbs	St. Martin
2005-06	Tom Lightbourne (dec'd)	Turks & Caicos
2006-07	Alastair Paterson (dec'd)	Cayman Islands
2007-08	Richard McCombe	Bahamas
2008-09	Rupert Ross	St. Croix, USVI
2009-10	Errol Alberga	Jamaica
2010-11	Diana White	St. Thomas, USVI

2011-12	Guy Theodore	Haiti
2012-13	Vance Lewis	British Virgin Is.
2013-14	Jeremy Hurst	Cayman Islands
2014-15	Paul Brown	Jamaica
2015-16	Felix Stubbs	Bahamas
2016-17	Haresh Ramchandani	Jamaica
2017-18	Robert Leger	Haiti
2018-19	Patrick Adizua	Jamaica
2019-20	Delma Maduro	British Virgin Is.
2020-21	Charles Sealey	Bahamas
2021-22	Louis Wever	Sint Maarten
2022-23	Deborah Howell	St. Croix
2023-24	David Kirkaldy	Cayman Islands
2024-25	Dominique Bazin	Haiti

Addendum #3 District Governor Selection Process

Selection of a District Governor in District 7020 – A Guide for District Governors

Per the RI Manual of Procedure, the district must select its District Governor, not more than 36 months, but not less than 24 months, before the day of taking office.

As stated in the District 7020 District Administration Manual, The Nominating Committee for Governor is made up of the five (5) most recent Past District Governors (who are available and willing to serve and are still resident in the District). The Immediate Past District Governor (or if he/she is unavailable or unwilling to serve or is not still resident in the District, the next most recent Past District Governor) shall serve as Chair of the Nominating Committee. Should there not be five (5) such Past District Governors, the District Governor shall appoint additional suitable persons from among other Past District Governors so that the number of members of the Nominating Committee is five (5).

The Nominating Committee shall be charged with the duty to seek out and propose to the Council of Governors and the District Governor the best available candidate for District Governor.

Timeline: *Refer to Appendix 1 “Worksheet for Selection of District Governor Nominee”*

Unless otherwise specified, all correspondence referred to below shall be remitted via electronic mail. Unless otherwise specified all correspondence shall be communicated in both English and French.

By September 1st: The Governor should send an invitation to all Club Presidents to submit suggestions for the position of District Governor Nominee for the following Rotary year. Clubs must be allowed at least two calendar months to respond. A copy of this letter should be circulated to all members of the Nominating Committee. The letter of invitation must outline the specific actions required by the clubs when sending suggestions *Refer to Appendix 2 “Sample Letter of Invitation”*.

By November 1st: All suggestions from clubs must be received

Within 24 hours of Suggestions Deadline (no later than November 2): The Governor must notify all members of the Nominating Committee of the names of all candidates submitted along with the accompanying formal proposals.

Within 24 hours of receiving the list of Nominees (no later than November 3): The Chair of the Nominating Committee should circulate the list to all Past Governors for any adverse comments regarding the candidates which they may wish the Nominating Committee to take into consideration. Responses should be received no later than 72 hours after the date of this request. *Refer to Appendix 3 “Sample Request to Past Governors”*

By November 30th: The Nominating Committee must meet, select the candidate of their choice and;

Within 24 hours of such meeting, the Chair of the Nominating Committee must notify the Governor and the Council of Governors of their selection.

Within 48 hours of receiving the Committee's decision (no later than December 2): The Governor must notify all Candidates of the proposed decision *Refer to Appendix 4* Notification to Candidates

Within 72 hours receiving the Committee's decision (no later than December 3): The Governor must publish to clubs in the district, the name and club of the selected nominee, and announce the deadline for receipt by the governor of challenges on behalf of previously suggested candidates. *Refer to Appendix 5* "Announcement of Successful Candidate and Challenge Deadline"

Within 14 days of remittance of notice to clubs (no later than December 17): If clubs do not submit resolutions of a challenge by the deadline or if challenges are withdrawn, then the governor will declare the unchallenged nominee to be the official nominee and notify all club presidents;

The governor shall certify the name of the governor-nominee to the general secretary within ten days after such nominee has been declared the nominee.

OR

Within 14 days of remittance of notice to clubs (no later than December 17): The Governor must publish notice to clubs of challenging candidates and ask if clubs wish to concur. *See Appendix 6*

(Please note, the MOP states "13.020.9. *Concurrence to Challenges*.

The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge."

Within 7 days of the request for clubs concurring (no later than December 24): The deadline for receipt by the governor of club resolutions adopted at a regular meeting concurring with a challenge or challenges.

In the event of a challenge, the resolution of the challenging club must be supported by a concurrence of at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10 percent of the total number of clubs as at the beginning of that year in the district which has been in existence for at least one year as of the beginning of that year, whichever is higher, and only when such resolutions by the club were

adopted at a regular meeting following the club bylaws as determined by the governor shall be considered valid. A club shall concur with only one challenging candidate.

The governor shall notify, within seven days following the deadline, all clubs in the district where a valid challenging nomination has been received by the deadline. Such notice shall

include the name and qualifications of each such challenging candidate, the names of the challenging and concurring clubs, and state that such candidates will be balloted upon in a ballot-by-mail or at the district conference if the challenge remains effective up to the date set by the governor.

Where no valid challenging nomination is received, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such a nominee within 15 days. *Refer to Appendix 7*

Appendix #1 - Worksheets for Selection of District Governor-Nominee

The DGN selection process must be completed no later than two years before the date that the DGN takes office and may start no sooner than three years before that date. The first planning worksheet below is designed for districts that use a nominating committee to select their DGN. Complete the worksheet by inserting the dates you choose for the events in the process. Additional worksheets follow that show the steps for a district that uses a ballot-by-mail procedure or selects its governor-nominee at the district conference.

Worksheet for Districts Using a Nominating Committee Procedure

Event	Timing	Date
1. Members of the nominating committee have been determined by the district's criteria, or if it has none, the default procedure in RI Bylaws 13.020.3.		
2. The district governor invites clubs to submit their suggestions for nominations for governor.	At least two months before the deadline	
3. Deadline for the governor or the nominating committee chair to receive club resolutions suggesting candidates for the office of district governor.	At least two months after the announcement is sent by the governor	
4. The nominating committee selects its nominee for governor.		
5. The nominating committee chair notifies the governor of the candidate selected.	Within 24 hours after nominating committee adjourns	
6. The governor promptly notifies all candidates of the decision. The governor publishes to clubs in the district, by letter, e-mail or fax, the name and club of the selected nominee and announces the deadline for receipt by the governor of challenges on behalf of previously suggested candidates.	Within 72 hours of notification by the nominating committee	
7. Deadline for receipt by the governor of resolutions passed at a regular club meeting naming previously suggested Rotarians as challenging candidates.	Not more than 14 days after clubs are notified	
<i>If clubs do not submit resolutions of a challenge by the deadline or if challenges are withdrawn, then the governor will declare the unchallenged nominee to be the official nominee and notify all club presidents</i>		
8. Governor publishes a notice to clubs of challenging candidates and asks if clubs wish to concur.		
9. Deadline for receipt by the governor of club resolutions adopted at a regular meeting concurring with a challenge or challenges.	Determined by the governor	

APPENDIX #2 - LETTER OF INVITATION

Dear Club Presidents,

Re: Nominations for District Governor (20__ – 20__)

Following Rotary International District Administration Guide and Leadership Organization for District 7020, I am requesting suggestions for nominations from Rotary Clubs for the future District Governor for 20__ - 20__.

This letter must be read to the members of your club at a regular meeting and/or published in your club’s regular newsletter. Suggestions must be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its members as a candidate for governor-nominee. It is recommended that this candidate has served in the position of Assistant Governor.

Suggestions, along with a one-page resumé with particulars of his/her personal, business and Rotary life, and a photograph, should be sent to the Nominating Committee for consideration no later than _____, with a copy to the undersigned.

Chairman - PDG _____	e-mail
Member - PDG _____	e-mail
Member - PDG _____	e-mail
Member - PDG _____	e-mail
Member - PDG _____	e-mail

District Governor

RESOLUTION:

Rotary Club of _____ Letterhead

As agreed by the members of the Rotary Club of _____ at a meeting on _____, we are pleased to recommend Rotarian _____ for the position of District Governor of District 7020 for the year 20__ - 20__.

President

Secretary

APPENDIX #3 - REQUEST TO PAST GOVERNORS

Dear PDGs

Following the District Governor's request to clubs in the District for suggestions of candidates to serve as D7020 Governor for 20__ -20__, three (3) candidates have been proffered.

They are:

- Name and Club
- Name and Club
- Name and Club

I have attached resumes of the candidates and hereby solicit any adverse comments that you might have for consideration by the Nominating Committee.

Please reply with adverse comments within 72 hours of this mail. If there are no adverse comments sent to me before _____, the Nominating Committee will begin its deliberations shortly thereafter.

Chair Nominating Committee for Governor 20__ - 20__

APPENDIX #4 - NOTIFICATION TO CANDIDATES (Suggested basic format)

Dear Rotarian <Name of candidate>

As a testament to your dedicated service to Rotary, and to District 7020 in particular, your club nominated you as a possible candidate to serve as Governor of the District for the year _____ - _____. The full list of suggested candidates received is detailed below. The Nominating Committee considered all candidates and has recommended _____ as the candidate to serve the District.

I congratulate you on your success as a candidate from your club for District 7020 and hope that your club will recommend you again in the future.

I will be notifying all 7020 Rotarians within the next 24 hours. Clubs will be given 2 weeks to challenge your nomination. In the unlikely event that there is a challenge, it would be necessary for further deliberations to take place. In the absence of a challenge, the successful candidate will be officially selected as Governor Nominee Designate for District 7020 and reported to the next District Conference.

I thank you for your willingness to serve and sincerely hope you will continue to inspire our Rotarians and continue to play an integral role in the District as we move our District forward. Thank you for your outstanding service to Rotary!

<List Candidates for this year with their club name>

District Governor

OR

Dear Rotarian <Name of Candidate>

As a testament to your dedicated service to Rotary, and to District 7020 in particular, your club nominated you as a possible candidate to serve as Governor of the District for the year _____ - _____. The full list of suggested candidates received is detailed below. The Nominating Committee considered all candidates and has recommended you as the candidate to serve the District.

I congratulate you on your success as the candidate of choice and I will be notifying all 7020 Rotarians within the next 24 hours. Clubs will be given 2 weeks to challenge your nomination. In the unlikely event there is a challenge, it would be necessary for further deliberations to take place. In the absence of a challenge, you will be officially selected as Governor Nominee Designate for District 7020 and presented at the next District Conference.

I thank you for your willingness to serve and sincerely hope you will continue to inspire our Rotarians and to play an integral role as we move our District forward. Thank you for your outstanding service to Rotary!

District Governor

APPENDIX #5 - ANNOUNCEMENT OF SUCCESSFUL CANDIDATE AND CHALLENGE DEADLINE

Dear Club Presidents,

Re: Nominations for District Governor (20__ – 20__)

This letter must be circulated to the members of your club and/or published in your club's regular newsletter.

Following the Rotary International By-Laws, I advise that Name _____ of the Rotary Club of _____ is the Nominee for District 7020 Governor 20__-2014__by a vote of the Nominating Committee.

In accordance with our District Manual the Nominating Committee comprised the five (5) most recent Past District Governors as follows:

Chairman - PDG _____	e-mail
Member - PDG _____	e-mail
Member - PDG _____	e-mail
Member - PDG _____	e-mail
Member - PDG _____	e-mail

The Clubs of District 7020 were invited by my letter dated _____ to submit nominations along with a photograph and resume. They were _____ (#) nominees as follows:

Name	Club
Name	Club
Name	Club etc

Any club which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor-nominee provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee.

Any challenge must be received by the undersigned by _____ (14 days after date of this notice). The name of the challenging candidate shall be submitted under a resolution by the club adopted at a regular meeting.

District Governor

APPENDIX #6 - CONCURRENCE TO CHALLENGE

ROTARY INTERNATIONAL

DISTRICT _____

To All Club Presidents:

As you are aware, the district nominating committee has selected Rotarian _____ to be the Governor of our District in 20__.

A challenge to this nomination has been received from a club (or clubs) that submitted the name of a Rotarian previously submitted to the district nominating committee:

_____,

Rotary Club of _____

_____,

Rotary Club of _____

(add other names, if necessary)

Following RI Bylaws Article 13, section 13.020.9., your club now has until this date _____ to endorse any one of the challenging candidates listed above, using the form at the bottom of this page. If you do not wish to endorse one of these challenging candidates, then you do nothing. Only challenges that have been concurred to by at least five other clubs which have been in existence for at least one year as of the beginning of that year or 10% of the total number of clubs as at the beginning of that year in the district which has been in existence for at least one year as of the beginning of that year, whichever is higher, shall be considered valid. If by the above date I have not received sufficient endorsements for any of the above challenges, the Rotarian selected by the nominating committee will be certified to RI as the nominee for our district.

Date

Governor

If you do not wish to endorse any of the challenging candidates, please do not respond.

To: Governor _____, District _____

The Rotary Club of _____, at a regular meeting on this date _____,



adopted a resolution to challenge the selection of the district nominating committee, and endorses the name of _____ of the Rotary Club of _____ as a challenger to the selection of the district nominating committee.

_____ Date

_____ President (or Secretary)

APPENDIX #7 - CONFIRMATION OF GOVERNOR

Dear Presidents,

Re: Confirmation of _____ as District Governor for 20__ -20__

Further to my letter dated _____, and in accordance with Rotary International By-Laws, I now declare _____ to be the District Governor of District 7020 for the year 20__ - 20__, having received no challenge to the nomination.

Yours In Rotary Service

District Governor

ADDENDUM #4 - YOUTH EXCHANGE POLICY

District 7020 Youth Exchange Abuse and Harassment Prevention Policy

District 7020 Youth Exchange Abuse and Harassment Prevention Policy

1. Statement of Conduct for Working with Youth

District 7020 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

2. Definitions

Volunteer: Any adult who is involved with Rotary Youth Exchange activities and has direct interactions, either supervised or unsupervised, with students. Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

Student: Any individual who is participating in a Rotary Youth Exchange, regardless of whether he or she is of legal age of majority.

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings

- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Exchange Program and Liability Insurance

Rotary District 7020 Youth Exchange program is incorporated as the Rotary District 7020 Youth Exchange Program, Incorporated, under the laws of the territory of the United States Virgin Islands.

Rotary District 7020 Youth Exchange program is insured

4. Volunteer Selection and Screening

District 7020 will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors.

All volunteers interested in participating in the District 7020 Youth Exchange program must meet the following requirements:

- Complete the Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
 - Commitment to the safety and security of students
 - The motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete a written application.
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

Rotarian counselors must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

5. Student Selection and Screening

All students interested in participating in the District 7020 Youth Exchange program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 7020 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

6. Training

District 7020 will provide abuse and harassment prevention training to all Youth Exchange program participants. The District Trainers will conduct the training sessions.

Specifically, District 7020 will

- Adapt the *Abuse and Harassment Prevention Training Manual and Leader's Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements
- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used
- Conduct specialized training sessions for the following Youth Exchange program participants:
 - District governor
 - District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)
 - Parents and legal guardians of students
- Establish guidelines to ensure that all participants have received the requisite training
- Maintain records of participation to ensure compliance

7. Allegation Reporting Guidelines

District 7020 is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled following the Sexual Abuse and Harassment Allegation Reporting Guidelines.

8. Follow-through and Review Guidelines

District 7020 takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its independent reviews.

9. Other District 7020 Responsibilities

- Establish procedures for reporting, investigating, and handling non-criminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all inbound Youth Exchange students maintain insurance at the following levels: travel, medical and dental, and AD&D.
- Provide each student with a list of local services in the district (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites.
- Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Report all criminal allegations to RI within 72 hours.
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures regularly.

10. Club Compliance

District 7020 will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials
- Participating clubs must agree to carry out the following:
- Complete and return a signed compliance statement that the club is operating its program following District 7020 and RI policies.
- If not coordinated by the district, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District 7020 Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.

- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people — both males and females who are not related to each other and do not have close ties to the host families or club counselor — who can help the students with any issues or problems.
- Follow RI guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

Youth Exchange Section – PD110
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
E-mail: youthexchange@rotary.org

District 7020 Sexual Abuse and Harassment Allegation Reporting Guidelines

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of young people must always be the priority.**
Definitions

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. In some countries, this reporting is required by law.

Allegation Reporting Guidelines

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. **Receive the report.**
 - a) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
 - b) **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and ensure that it doesn't happen to others.
 - c) **Get the facts, but don't interrogate.** Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.

- d) **Be nonjudgmental and reassure.** Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- e) **Document the allegation.** Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

2. *Protect the young person.*

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

3. *Report the allegations to appropriate authorities — child protection or law enforcement.*

Immediately report all cases of sexual abuse or harassment — first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. In District 7020, the appropriate law enforcement officer is the police/public safety department.

In most situations, the first Rotary contact is the host club's president, who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the district youth program chair or district governor should be the first Rotary contact.

District 7020 will cooperate with police or legal investigations.

District 7002 has researched local, state, and national laws related to sexual abuse and harassment prevention and notes the following legal requirements of which all adult volunteers participating in the program must be aware:

4. *Avoid gossip and blame.*

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

District 7020 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

5. *Do not challenge the alleged offender.*

Don't contact the alleged offender. In cases of abuse, the interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

Follow-through Procedures

Either the District Youth Programmes Chair or District Youth Protection Officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian.

If the student is away from home, the student and his or her parents should decide whether to stay in the country or return home. If the student stays in the country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with the police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.

6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the district governor of the allegation. Either the district governor, district youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District 7020 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

Post allegation Report Considerations

Responding to the needs of the youth program participant

District 2070 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in the country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive. Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth. Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

District 7020 Youth Volunteer Affidavit

District 7020 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses, and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

This information may be provided to an outside agency that this district has contracted with to conduct background checks.

PERSONAL INFORMATION

Name:

Address:

City: State/Province: Postal Code:

How long at this address? (If fewer than five years, list previous residence[s] on the back of this sheet.)

Government Identification (e.g., Social Security Number):

Date of Birth (dd/mm/yyyy):

CONSENT

I certify that all of the statements in this affidavit, and any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I understand that District 7020 youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to District 7020 to verify information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

WAIVER

IN CONSIDERATION of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts, and of Rotary International (“Indemnities”), from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the Indemnities or may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 7020 youth programs, and its affiliates.

I acknowledge that I have read and understood the above affidavit, consent, and waiver and that I sign this form voluntarily.

Signature of Applicant:

Please Print Name:

Date:

ADDITIONAL INFORMATION

Home Phone:

E-mail:

Business Phone:

Fax:

Are you a member of a Rotary club?

Yes

No

If yes, indicate club name and year joined:

Position applied for:

Have you held a Rotary youth program position in the past? Yes No

If yes, what position and when?

EMPLOYMENT HISTORY (for the past five years; attach additional sheets, if necessary)

Current Employer:

Address:

City:

State/Province:

Postal Code:

Phone:

Position:

Dates of Employment:

Supervisor's Name:

Previous Employer:

Address:

City:

State/Province:

Postal Code:

Phone:

Position:

Dates of Employment:

Supervisor's Name:

VOLUNTEER HISTORY WITH YOUTH (for the past five years; attach additional sheets, if necessary)

Organization:

Address:

City:

State/Province:

Postal Code:

Phone:

Position:

Dates Held:

Director's Name:

Organization:

Address:

City: State/Province: Postal Code:

Phone: Position:

Dates Held: Director's Name:

PERSONAL REFERENCES (may not be relatives; no more than one former or current Rotarian)

1. Name:

Address:

City: State/Province: Postal Code:

Phone: Relationship:

2. Name:

Address:

City: State/Province: Postal Code:

Phone: Relationship:

3. Name:

Address:

City: State/Province: Postal Code:

Phone: Relationship:

QUALIFICATIONS AND TRAINING

What relevant qualifications or training do you have for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?
Yes No

2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order? Yes No

If yes, please explain. Also indicate date(s) of incident(s) and the country and state in which each occurred (attach a separate sheet, if needed).



For District Use Only:

References checked by _____
DATE INITIALS

_____ References checked by _____
DATE INITIALS

_____ References checked by _____
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Addendum #5 - DG, DGE, and Committee responsibilities

DISTRICT GOVERNOR, DISTRICT GOVERNOR ELECT, CONFERENCE COMMITTEE, AND TRAINING COMMITTEE RESPONSIBILITIES.

Overview:

The Annual District 7020 PETS, Assembly and Conference (PAC) is held during April/May each year. The event involves the training seminars for the incoming club officers as well as seminars and presentations offered to the current leadership and membership at large. The parts of the five-day PAC are detailed below.

The training for the incoming leadership, i.e.: leaders for Rotary Year 2 (RIY2) are trained during their year as leaders-elect Rotary Year 1 (RIY1). The following outline of the responsibilities both administratively and financially will be identified by the appropriate year which it is hoped will clarify the procedures.

Per RI mandates, it is the responsibility of the DGE to oversee the training of incoming officers which, in District 7020, takes place during the PAC. It is the responsibility of the DG to organize a District Conference.

Events:

District Team Training (DTT) for the Assistant Governors and District Chairs takes place over 2-2½ days. The venue and organization for this event are the responsibility of the DGE and District Trainer. Every effort should be made to select a venue convenient for all participants to attend and for hotel rooms to be offered at a reasonable rate. Funding sources are RI Allocation and \$5 per capita District Dues (all RIY2)

Pre-PETS is the initial action to be taken by club leadership in preparation for the upcoming year and generally takes place during March or April (after the DTT and before the PAC). It is mandatory for all Presidents and Secretaries-Elect. The content of this training program is the responsibility of the DGE and District Trainer. The sessions are conducted either locally by appointed AG's or trainers as well as being offered online via webinar. All costs are absorbed locally.

P.E.T.S takes place over 1½ days during PAC and is funded by the registration fees received from the attending club officers. Although the responsibility of the DGE, costs are expended from PAC funds to minimize the complication of separating accounting for the three entities within PAC (RIY1).

District Assembly takes place over two half-days during the PAC and is funded by the registration fees received by the conference committee from the attendees (RIY1). Although the responsibility of the DGE and Conference Chair, costs are generally expended from PAC funds to minimize the complication of separating accounting for the three entities within PAC

District Conference is a two-day event that is funded by the registration fees received by the conference committee from the attendees (RIY1).

Addendum #6 – Funding for Addendum #5

Available Funding:

For clarification, funds that are received during the Rotary year in which the above events are held will be labeled RIY1; funds received during the following year will be labeled RIY2. It should be noted that funding for training events in RIY1 is not available until RIY2

Registration Fees received from PAC attendees (RIY1)

Governor's Allocation received from Rotary International (RIY2)

\$5 per capita from membership dues received during RIY2 (AG Fund)

\$24 per capita from membership dues received during RIY2 (Administration)

Note: if funding is available the Council Treasury can provide temporary funding in RIY1 for repayment in RIY2 immediately upon receipt of the RI Allocation by the Governor.

Restrictions:

Any funds received from Rotary International can only be used for eligible expenses as set out in the RI District Governors Manual. This can vary from year to year and the following expenses considered eligible at the time of writing are subject to change.

Registration Fees can be used in any manner at the discretion of the conference committee but historically, have covered all sessions and events taking place during PAC

Governor's RI Allocation generally covers the expenses of the Governor for travel/accommodation expenses for club visits and DTT/PETS/Assembly, some administration costs such as telephone, stationery, etc. Also, it covers the cost of the venue for DTT; the travel costs for Assistant Governors to attend their training. It may cover costs for translation services. It is strongly recommended that all funds available from this source be used where possible. Any funds unused by June 30 of RIY2 must be returned to RI.

District Dues \$5 per capita (RIY2) may be used to assist with travel expenses for the DTT participants but funds should also remain available for the expenses incurred each quarter by the AG's per the District Manual.

District Dues \$24 per capita (RIY2) are expended at the discretion of the Governor per the District Manual.

Council Treasury. The Council of Governors makes every effort to assist the DGE with eligible expenses during RIY1 if funds are available for temporary use. This is not guaranteed, however. Should the funds be made available to the DGE then they are reimbursable immediately upon receipt of the RI Allocation in RIY2.